

Safeguard Tracking/Disposition Log

Document Identifier Log

MATCH Document ☐ BENDEX Wage (DXBE) Run Date: ____/____/____
(Check one) IRS Unearned Income (DXUI)

CARES User ID: _____ User Name: _____
(Print)

TOP Document Describe: _____

Other Document Describe: _____

Agency Name: _____ Telephone: (____) _____

Tracking Log

Creation/Receipt Date: ____/____/____ By: _____
(Print)

Destruction Date: ____/____/____ By: _____
(Print)

Access Log

To be completed by every person who accesses this safeguarded document

<u>Date Accessed</u>	<u>Name (Print)</u>	<u>Date Returned</u>
____/____/____	_____	____/____/____
____/____/____	_____	____/____/____
____/____/____	_____	____/____/____
____/____/____	_____	____/____/____

Use the back if more space is needed.

Instructions:

- A Safeguard Disposition Log must be created for every safeguarded CARES screen or safeguarded document that is printed, created, or received by the agency. The Safeguard Disposition Log must be attached to the safeguarded document until the Safeguarded document is destroyed.
- Complete the Document Identifier Log section using data from the CARES/DX screen that was printed, thus creating the safeguarded document. For other documents use identifiers specific to that document.
- The destruction data should be completed when the safeguarded document is destroyed.
- Complete the Access Tracking Log section as individuals access the safeguarded document.
- Send the completed Safeguard Disposition Log to the DUI Safeguard Manager immediately after the safeguarded document is destroyed.